

## COMMUNICATIVE VISUALS

Why use visual aids? \_\_\_\_\_

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### Questions to ask:

- Will the aids help me to teach?
- Are they practical to use?
- Are they meaningful to the lesson?
- Does each aid follow the guidelines?



### Effective use of visual aids:

- Each visual can be seen and read by all of the participants.

Room lighting is appropriate for the aid.

WATCH WHERE YOU STAND SO YOU DON'T BLOCK VIEW.

DON'T TALK TO YOUR VISUAL AIDS!

- Participant attention is focused on the subject being presented.

The content or meaning of the visual is readily apparent.  
Time is allowed for reading, comprehension and discussion.

- The visual aid is removed from view when not relevant.

Flip Charts are turned over.  
Overhead projectors are turned off when not in use.

- PRACTISE, PRACTISE, PRACTISE

### General guidelines:

- Have a consistent format throughout.
- Use only key words, phrases and ideas - minimum text.
- Graphics are simple and understandable and text is easy to read and large enough.
- Use colour to aid readability and comprehension - must not be distracting.

## **PREPARING VISUAL AIDS**

### **STEPS IN PREPARATION**

1. Develop your lesson plan and participant materials.

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2. Identify the points in the lesson that need to be illustrated/suported with visual aids.

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3. Determine the conditions of the instruction/presentation that will affect the use of visual aids.

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4. Storyboard the visuals that you propose to use.

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5. Prepare the visual aids.

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6. Try out the lesson and make revisions.

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### **USING THE GUIDELINES IN PREPARING VISUAL AIDS**

Check formatting meets recommendations.

Review content is limited to key points.

Check text style and size, use lettering guides. Check readablility.

Graphics clear and understandable.

Colours readable and meet recommendations.

## COMMUNICATIVE VISUALS

### Advantages

### Disadvantages

#### FLIP CHARTS

*May be used in normal light.  
Prepared in a small amount of time.  
Useful for smaller groups.  
Inexpensive.  
Do not require electricity or machines.*

*Not durable  
Less "professional" looking.  
Not good for large groups  
Graphics are difficult.  
No real images.*

#### OVERHEAD TRANSPARENCIES

*Can be used with large groups.  
Easier to store and reuse.  
Easier to show graphics.  
Can use coloured films.  
Can use overlays.  
Selective reveal is easier.*

*Requires control of light on the screen.  
More time to prepare.  
More expensive.  
Require a machine and electricity.  
Require a machine to make.*

#### 35 MM SLIDES

*Can be used with large groups.  
Easy to store and reuse.  
Easy to show graphics.  
Show the real thing.*

*Requires room darkened.  
More time to prepare.  
More expensive.  
Require a machine and electricity.  
Require outside production.*

#### COMPUTER BASED PRESENTATIONS

*Can be used with large groups.  
User can produce.  
Easy to show graphics/real thing.  
Can have animation/motion.*

*Requires room darkened.  
More time to prepare.  
Expensive machine and electricity.  
Requires user expertise*

#### IMPROVISED VISUAL AIDS

*Low cost  
No electricity  
Short preparation time*

*Less professional looking  
Not durable  
Not for large groups*

## Communicative Visuals

### Post Test

1. Describe the characteristics of a good training visual aid.  
*Helps the instructor teach, is practical to use, is meaningful to the lesson and follows the guidelines.*
2. Describe the use of overhead transparencies in training.  
*Can be used to display text, graphics, etc. using an OHP in a room with the lights on. Can be made locally using a photocopier or computer and printer. Assist the instructor by displaying key text and graphics.*
3. Describe the use of improvised visual aids in training.  
*Visual Aids are improvised to assist with impromptu training or when other aids are not available. They use readily available materials and the creativity of the instructor.*
4. Give two advantages and two disadvantages of using flip charts, overhead transparencies and improvised aids with training presentations.

Advantages	Disadvantages
Flip charts	
<i>Normal light</i>	<i>Not durable</i>
<i>Short preparation time</i>	<i>Less professional looking</i>
<i>Inexpensive</i>	<i>Not for large groups</i>
<i>No Electricity</i>	<i>Difficult to store</i>
Transparencies	
<i>Easy to store</i>	<i>Require electricity</i>
<i>Large groups</i>	<i>Expensive</i>
<i>Can use graphics easy</i>	<i>Time to prepare</i>
<i>More professional</i>	<i>Need light control</i>
Improvised	
<i>Low cost</i>	<i>Less professional looking</i>
<i>No electricity</i>	<i>Not durable</i>
<i>Short preparation time</i>	<i>Not for large groups</i>